

SELF SERVICE CENTER

PROCEDURES: HOW TO SERVE LEGAL PAPERS -- BY PUBLICATION

GUARDIANSHIP AND CONSERVATORSHIP CASES AND PROBATE OF ESTATE CASES

(Arrange for service **ONLY** after you have filed your papers in court)

STEP 1 HOW TO PUBLISH: If you are publishing Notice, you should complete the attached letter, describing the documents that need to be referenced by the newspaper for the publication.

A. IF YOU ARE PAYING THE PUBLICATION COSTS YOU MAY USE:

- THE RECORD REPORTER (602-417-9900). Drop in a copy of the letter, the documents, the Record Reporter INSTRUCTION MEMO, and your publication payment for \$40.20. If paying by check, make it payable to THE RECORD REPORTER. The drop box and INSTRUCTION MEMO are located in the Old Courthouse, Probate Administration Filing Counter. Or use any newspaper that publishes in this county, **OR**

B. IF YOU HAVE A COURT ORDER WAIVING/DEFERRING COSTS USE:

- If you have a court Order waiving/deferring costs you must use the **RECORD REPORTER only**. Drop in the CERTIFIED ORDER WAIVING/DEFERRING COSTS and a copy of the letter and the documents.

Note: There is a filing fee for all Petitions and there are service fees. You may request a WAIVER OR DEFERRAL OF THE FILING FEES (and the Sheriff's or Publication service fees if you intend to use the Sheriff's Office or publication for service) at the time you file your papers with the Clerk of the Court.

STEP 2 WHEN TO FILE:

- **Wait** for the newspaper to send you a copy of the document called AFFIDAVIT OF PUBLICATION in about **5 weeks**. If the newspaper sends you an original, file the original. Otherwise, make sure the original AFFIDAVIT OF PUBLICATION gets filed with the Probate Clerk.

STEP 3 GATHER THE PAPERWORK:

- Complete the original of the AFFIDAVIT OF CIRCUMSTANCES AND SERVICE BY PUBLICATION document which is attached.
- If the newspaper has not filed the AFFIDAVIT OF PUBLICATION, make sure it gets filed by using the attached AFFIDAVIT OF PUBLICATION FORM.
- Make a **copy** for yourself of the AFFIDAVIT OF CIRCUMTANCES AND SERVICE BY PUBLICATION and AFFIDAVIT OF PUBLICATION.

STEP 4 FILE YOUR DOCUMENTS WITH THE COURT:

- Original of the AFFIDAVIT OF CIRCUMSTANCES and SERVICE BY PUBLICATION and **copy** of the publication, **AND**
- Original of the AFFIDAVIT OF PUBLICATION you received from the newspaper unless the newspaper filed it for you. Make sure you bring a **copy** of the AFFIDAVIT OF PUBLICATION to the hearing.

DO NOT BRING CHILDREN TO COURT.

Print Your Name: _____

Your Address: _____

Date: _____

Name of Newspaper

Address

To Whom It May Concern:

I need to publish notice in the newspaper about the following matter: Probate Court Case No. _____,
about the following: (check one box)

Guardianship and/or Conservatorship matter about (name of person with guardian and/or conservator)

OR

Estate of _____, deceased
Print Name

Enclosed is a copy of the following document stamped by the Clerk of Court (check which box applies):

"Notice of Hearing" for matter about guardian and/or conservator, OR

"Notice to Creditors" for probate of an estate

Please publish a Notice in your newspaper about this court case once a week for three successive weeks. Also enclosed is (check one box)

A check or money order in the amount of \$ _____ for the cost of the publication as requested,
OR,

A certified copy of the Order from the court waiving/deferring the publication costs.

When you receive this letter, please call me at (602) _____ to tell me when the first publication will occur. When all three weeks of publication have been completed, please file the original and send me one copy of the Affidavit of Publication.

Thank you for your help in this matter.

Yours truly,

Sign your name
Enclosures